



BRP WP 68 Treatment Works Plan Approval, without Permit Modification Instructions and Supporting Materials

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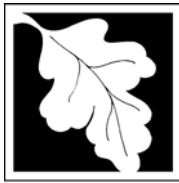
Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



Engineering Report Requirements

All groundwater discharge permit applications for which a treatment system is proposed must include an engineering report and plans.

The engineering report shall include, at a minimum, the following items:

- a. a general description of the facility;
- b. a description of the rated and actual production levels of the facility;
- c. a description of the number of employees, shifts and days of operation per week;
- d. a listing of raw materials used;
- e. a description of the principal wet processes;
- f. a description of the sources of water supply including quantity and quality requirements;
- g. an identification of the sources of all sanitary and industrial wastes streams together with the quantity of flow and waste stream characteristics. In accordance with 310 CMR 30.302, a determination of whether the industrial waste stream is a hazardous waste stream shall be made for each industrial waste stream;
- h. a description of any by-product recovery systems;
- i. a listing and description of wastewater treatment studies performed;
- j. a description of liquid waste flow control measures;
- k. a description of any existing wastewater treatment system, including all design parameters;
- l. a flow and material balance diagram;
- m. a description of any anticipated new processes;
- n. a description of the required effluent quality;
- o. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;



- p. a recommended plan for a wastewater treatment facility, based upon the preceding evaluation, including the basis of design of major unit processes and a preliminary layout;
- q. an implementation schedule for the recommended plan;
- r. treatability and pilot study data on the ability of the proposed treatment system to treat the proposed discharge and meet applicable federal, state, and local requirements;
- s. an examination of the potential impact of any proposed discharge on municipal and private water supply wells, or POTW's, or surface water, whichever is applicable.

The engineering plans and specifications of a proposed wastewater treatment facility shall include, at a minimum, the following:

- a. materials of construction and specifications for all wastewater treatment system components;
- b. materials of construction and specifications for all wastewater collection system components;
- c. specifications for all instrumentation and alarms;
- d. a site plan and general plant layout;
- e. plan views and profile views, including dimensions showing existing and proposed piping and processing units related to wastewater collection, treatment, and disposal.

The engineering report, plans, and specifications shall be **stamped and signed** by a Massachusetts Registered Professional Engineer.



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1. What is the purpose of this plan approval?

This plan approval serves to protect the public health, welfare and the environment through the control of pollutant discharges to groundwater or surface water. It is required for any modification to a treatment works which does not require a modification to the discharge permit of the facility. Only those treatment works that have a non-industrial discharge may apply for this plan approval.

2. Who must apply?

If your treatment works produces a non-industrial groundwater discharge regulated by MassDEP in accordance with the provisions at 314 CMR 5.00; or a non-industrial surface water discharge regulated by MassDEP in accordance with 314 CMR 3.00, you may use this category to modify the treatment works provided you do NOT have to modify your permit. Non-industrial discharges are those discharges not described in 310 CMR

4.10(5). Sanitary discharges are almost always considered non-industrial. If this category does not apply to you, please be advised it is not the only category. Please consult regulations 310 CMR 4.00 to determine whether another category would apply.

3. What other requirements should be considered when applying for this plan approval?

a. What prerequisites should be considered before applying for this plan approval?

- If the permittee wishes to continue an activity regulated by the existing permit after the expiration date of the permit, the permittee must apply for and obtain a new permit. The permittee must submit a new application at least 180 days before the expiration date of the existing permit unless permission for the later date has been granted by the Division of Water Pollution Control or Office of Watershed Management.
- Permits of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). *MassDEP cannot complete technical review of the permit application until the MEPA process has been concluded.* Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office. Find your region: <http://mass.gov/dep/about/region/findyour.htm>



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b. What concurrent applications are related to this plan approval?

The local board of health may have regulations which apply. Also needed is an application for Operator Certification/Facility Rating as required under 275 CMR 2.00.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

Department of Environmental Protection
Regional Office
Water Pollution Control

* Find your region: <http://mass.gov/dep/about/region/findyour.htm>

There is no reserve copy location for this plan approval.

5. What is the application fee for this plan approval?

The application fee is \$790.

6. What are the timelines?

As of March 31, 1995, the timelines are:

	AC	T1	T2*
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*(A second technical review will be conducted only if necessary).

There is no public comment review period for this plan approval.

7. What is the annual compliance fee?

Current annual compliance fees can be found on the MassDEP Website at
<http://mass.gov/dep/service/online/fees.htm>

8. How long is this plan approval in effect?

There is no time limit for plan approvals. (Permits are effective for 5 years).

9. How can I avoid the most common mistakes made in applying for this plan approval?

- Properly fill out the MassDEP Transmittal Form: <http://mass.gov/dep/service/online/trasmfrm.shtml>. Write the permit number for the discharge on Part A of the Form, on the line for "Brief Project Description".
- Be sure to include all supporting documentation (e.g. plans and specification, monitoring data, etc.)
- Make sure that a Massachusetts Registered Professional Engineer signs and dates the plans and specifications and provides his/her registration number.



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- d. Submit the application package as directed with one copy of the MassDEP Transmittal Form to the appropriate Regional Office. Find your region: <http://mass.gov/dep/about/region/findyour.htm>
 - e. An original application must be submitted. Photocopies of the application will NOT be accepted
 - f. Submit fee and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P.O. Box 4062, Boston MA 02211.

10. What are the regulations that apply to this plan approval and where can I get copies?

These regulations include, but are not limited to:

- a. Surface Water Discharge Program, 314 CMR 3.00.
- b. Surface Water Quality Standards, 314 CMR 4.00.
- c. Groundwater Discharge Regulations, 314 CMR 5.00.
- d. Groundwater Quality Standards, 314 CMR 6.00.
- e. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

They may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376



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Treatment Works Plan Approval, without Permit Modification Application Check List

- ☐ The MassDEP Transmittal Form is properly completed: <http://mass.gov/dep/service/online/trasmfrm.shtml> and the permit number for the discharge is indicated under Part A on the form. If the applicant is a municipality, "Fee Exempt" has been selected under Section F of the Transmittal Form.
- ☐ All supporting documentation has been included in the application, including plans and specifications, which are stamped and signed by a Massachusetts Registered Professional Engineer, including the engineer's registration number.

To submit the application package:

- ☐ The application package has been submitted with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection

_____ *Regional Office

Water Pollution Control

* Find your region: <http://mass.gov/dep/about/region/findyour.htm>

- ☐ The fee and one copy of the MassDEP Transmittal Form has been submitted to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211